



## Certified Professional Guardian Board Meeting

Monday, January 13, 2014 (9:00 a.m. – 2:00 p.m.)  
SeaTac Office Center, 18000 International Blvd., Suite 1106,  
SeaTac, WA

### Meeting Minutes

#### Members Present

Judge James Lawler, Chair  
Judge Robert Swisher, Vice-Chair  
Commissioner Rachelle Anderson  
Mr. Gary Beagle  
Ms. Rosslyn Bethmann  
Dr. Barbara Cochran  
Ms. Nancy Dapper  
Mr. Andrew Heinz  
Mr. Bill Jaback  
Judge Sally Olsen  
Ms. Emily Rogers  
Ms. Carol Sloan  
Mr. Gerald Tarutis

#### Members Absent

#### Staff

Ms. Shirley Bondon  
Ms. Carla Montejo  
Ms. Sally Rees

#### 1. Call to Order

Judge James Lawler called the meeting to order at 9:05 a.m.

#### 2. Welcome and Introductions

Judge Lawler welcomed Board members and members of the public to the meeting.

#### 3. Board Business

##### Approval of Minutes

Judge Lawler asked for changes or corrections to the November 4, 2013 proposed minutes. There were no changes or corrections.

**Motion:** *A motion was made and seconded to approve minutes from the November 4, 2013 meeting. The motion passed.*

##### Correspondence

Judge Lawler asked everyone to review Board correspondence listed below.

- Marty & Sandi Friedman
- Mary Roethle
- Rainshadow Home Services, Inc.
- Rainshadow Home Services, Inc.
- Liberty Shores Harbor House
- Wright's Home Care Agency, Inc.
- Randy Wheeler
- Platt-Irwin Law Firm
- Tom Goldsmith
- Mindi Blanchard
- Tom O'Brien

- Washington Association of Professional Guardian
- Disability Rights Washington

#### **4. Public Comment Period**

Copies of public comments have been requested.

#### **5. Applications Committee**

Mr. Jaback, Chair of the Applications Committee, gave a brief summary of the application process. He explained that currently, the Applications Committee bases its recommendation to approve or deny an application on the application materials submitted by an applicant. Recently, the Applications Committee discussed requiring submission of additional materials, such as letters of recommendation, and a statement of interest, and possibly verifying professional references. The Applications Committee felt additional discussion was needed and was offering this as a possible planning meeting topic.

General discussion followed, which included possibly expanding the role of AOC staff and the Applications Committee to verify applicant work experience; hold applicant interviews; or request completion of an online questionnaire by applicant references. While these were all thought to be good ideas, there wasn't agreement that this information would add value to an objective process. Several thought the process was working and didn't need to be changed. There was agreement that some applicants didn't provide complete information. To address this problem, a Board member suggested collaborating with the Washington Association of Professional Guardians (WAPG) to develop and post on the Guardianship Program website a brochure describing the duties of a professional guardian. Judge Lawler stated that the Board could discuss this more thoroughly, during its planning meeting in April.

#### **6. Annual Planning Meeting Agenda Topics**

In addition to the topic discussed above, the following topics were suggested:

- a) Professional guardians, family members and friends of incapacitated persons, and advocates have all expressed a desire to be more involved in the Board's work. In response to this interest, Judge Lawler suggested that the Board discuss the required composition and size of the Board, which is described in General Rule 23.
- b) Discuss developing workgroups to discuss relevant issues and extending Board meeting to allow workgroups to meet after each in-person Board meeting. Workgroups would focus on providing additional information that Board members would need as they consider relevant rules, regulations and standards of practice.
- c) Some professional guardians believe the Board is overregulating the profession. A Board member suggested discussing how creating regulation can make it difficult to maintain certification and operate a viable guardian business.

- d) Discuss developing a “mentoring program” for newly certified CPGs.

A Board member suggested inviting guests, such as a representative from the Washington Association of Professional Guardians, to participate in the Board’s April planning meeting.

**7. Executive Session (Closed to Public)**

**8. Reconvene and Vote on Executive Session Discussion (Open to Public)**

**Applications Committee**

Mr. Jaback presented all applications on behalf of the Applications Committee.

**Motion:** *A motion was made and seconded to conditionally approve Leslie Cook’s application. The motion passed. Ms. Sloan abstained from voting.*

**Motion:** *A motion was made and seconded to deny Randy Jackson’s application. The motion passed.*

**Motion:** *A motion was made and seconded to conditionally approve Joanna Norby’s application. The motion passed.*

**Motion:** *A motion was made and seconded to conditionally approve Gregg Swanson’s application. The motion passed.*

**Motion:** *A motion was made and seconded to conditionally approve Mark Vohr’s application. The motion passed. Mr. Jaback and Mr. Tarutis abstained from voting.*

**Motion:** *A motion was made and seconded to approve Marcella Wilson’s application. The motion passed.*

**Appeals Panel<sup>1</sup>**

Judge Olsen presented decisions on behalf of the Appeals Panel.

**Motion:** *A motion was made and seconded to affirm the Appeals Panel Decision to approve the certification of Anita Byrd. The motion passed. Ms. Bethmann and Mr. Jaback abstained from voting.*

**Motion:** *A motion was made and seconded to affirm the Appeals Panel Decision to deny the certification of Tammy Watkins. The motion passed. Mr. Tarutis abstained from voting.*

**Motion:** *A motion was made and seconded to affirm the Appeals Panel decision to deny the certification of Terri Stein. The motion passed. Mr. Tarutis abstained from voting.*

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<sup>1</sup> Members of the Appeals Panel did not vote.

**Grievances<sup>2</sup>**

Staff presented an Agreement Regarding Discipline for Sarah Mills, CPG #11155 to resolve CPG Board Grievance #2011-032 and #2011-047.

**Motion:** *A motion was made and seconded to approve the Agreement Regarding Discipline for Sarah Mills. The motion passed. Ms. Sloan abstained from voting.*

Staff presented Grievance #2011-041

**Motion:** *A motion was made and seconded to dismiss Grievance # 2011-041 in lieu of the guardians completing additional training. The motion passed. Mr. Beagle and Ms. Sloan abstained from voting.*

**9. Adjourn**

Meeting adjourned at 1:40 p.m. Next meeting is Monday, March 10, 2014, teleconference, 8:00 a.m. to 9:00 a.m.

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<sup>2</sup> Members of the Standards of Practice Committee did not vote.

### Recap of Motions from January 13<sup>th</sup>, 2014 Meeting

Motion Summary	Status
<b>Motion:</b> <i>A motion was made and seconded to conditionally approve Leslie Cook's application. Ms. Sloan abstained. The motion passed.</i>	Passed
<b>Motion:</b> <i>A motion was made and seconded to deny Randy Jackson's application. The motion passed.</i>	Passed
<b>Motion:</b> <i>A motion was made and seconded to conditionally approve Joanna Norby's application. The motion passed.</i>	Passed
<b>Motion:</b> <i>A motion was made and seconded to conditionally approve Gregg Swanson's application. The motion passed.</i>	Passed
<b>Motion:</b> <i>A motion was made and seconded to conditionally approved Mark Vohr's application. The motion passed. Mr. Jaback and Mr. Tarutis abstained.</i>	Passed
<b>Motion:</b> <i>A motion was made and seconded to approve Marcella Wilson's application. The motion passed.</i>	Passed
<b>Motion:</b> <i>A motion was made and seconded to affirm the Appeals Panel Decision to approve the certification of Anita Byrd. The motion passed. Ms. Bethmann and Mr. Jaback abstained.</i>	Passed
<b>Motion:</b> <i>A motion was made and seconded to affirm the Appeals Panel Decision to deny the certification of Tammy Watkins. The motion passed. Mr. Tarutis abstained.</i>	Passed
<b>Motion:</b> <i>A motion was made and seconded to affirm the Appeals Panel decision to deny the certification of Terri Stein. The motion passed. Mr. Tarutis abstained.</i>	Passed
<b>Motion:</b> <i>A motion was made and seconded to approve the Agreement Regarding Discipline for Sarah Mills, #2011-032 and #2011-047. The motion passed. Ms. Sloan abstained.</i>	Passed
<b>Motion:</b> <i>A motion was made and seconded to dismiss Grievance #2011-041 in lieu of the guardians completing additional training approved by the CPG Board. The motion passed. Mr. Beagle and Ms. Sloan abstained.</i>	Passed

<b>Action Items</b>	<b>Status</b>
Improvement of Due Diligence in CPG Application Process.	Agenda Item for Long-Term Planning Meeting
Brochure for Prospective CPG Applicants.	Agenda Item for Long-Term Planning Meeting
CPG Board Work Group.	Agenda Item for Long-Term Planning Meeting
Developing a Mentoring Program for Newly Certified Guardians.	Agenda Item for Long-Term Planning Meeting